



Web Enabled Safety System



WESS
Module 2-D



Navigating the User Environment



What is the User Environment?

The User Environment consists of three Primary Elements or Frames.

User Activities Frame - In the upper left of the Main Menu, contains a listing of context sensitive actions the User may perform. The actions listed vary and relate directly to the operation open in the Active Window.

Report Status Frame -

Title or Header Bar - Indicates the current status or activity

Active Window - Contains data entry screens or report status

Directory Tree Frame - This frame is open at the lower left only when there is a report open in the Active Window. The tree lists all of the major sections of the report format. It allows direct access to any data section of the report. It expands as needed for each circumstance. For example, in a report involving 3 personnel, a sub-folder is automatically created in the directory tree under “Personnel”, for each of the named individuals



WESSION Main Menu Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

The information contained in this site is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.

User Activities

- Class A/B Notification
- Create New Report
- Create From Template
- Notifications
- Feedback Form
- Return home
- JReports
- Logout

1.

First, we will show the User Activities Frame

Current Data or Function Header

Drafts

Approval Needed

Release Pending

Release Action Needed

Endorsement Needed

Active Window

Displays Report Status or Data Entry Screens

The WESSION Main Menu contains two major frames, User Actions and Report Status, made up of a title header and an active window.



Main Menu – “User Activities” Frame

User Activities

-  [Class A/B Notification](#)
-  [Create New Report](#)
-  [Create From Template](#)
-  [Maintain Account](#)
-  [Notifications](#)
-  [Feedback Form](#)
-  [Return home](#)
-  [JReports](#)
-  [Logout](#)

On the WESS Main Menu Screen, in the frame at left, there is a list of Actions available. These Actions are Context Sensitive and will vary according to the process running in the Active Window.

Main Menu Actions Include:

Three Report Creation Methods

User Account Update & Maintenance

Users can make/receive notification to/from other individuals or Communities of Interest.

Customers may Use the Feedback form to forward comments, suggestions, and recommendations for improvement.

JReports is a versatile Query tool that facilitates Data Retrieval and Analysis.



“Activities” Frame – Report Entry

Activities

 [Save as template](#)

 [Share report](#)

 [Notifications](#)

 [Return home](#)

 [Generate PDF](#)

 [JReports](#)

 [Logout](#)

When a Report is opened in the Active Window, The List of User Activities available changes. These Actions now relate to the options available to the User when processing a Report.

Report Entry Actions Include:

Saving the current Report as a Template for future use when reporting similar events.

How to Share a Report with others.

Mishap or Hazard Notification may be sent to individuals or Communities of Interest.

Users may now generate a PDF document for printing the Report, electronically or in hard copy.

JReports may be used as a  Data Retrieval and Analysis.

WESS - Report Status Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

The information contained in this site is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Notifications](#)
- [Feedback Form](#)
- [Return home](#)
- [JReports](#)
- [Logout](#)

User Activities

Current Data or Function Header

Drafts	Endorsement Needed
Delete Serl# Date Description	Serl# Date Description

Approval Needed

Serl# Date Description

Release Pending

Serl# Date Description

Release Action Needed

Serl# Date Description

Active Window

Displays Report Status or Data Entry Screens



Next let's look at the Main Report Status Window



Main Menu - “Report Status” Frame

Your Existing Reports - “User Name **Current Data Header**

Drafts

Delete Serl# Date Description

Reports in production awaiting completion.

Approval Needed

Serl# Date Description

Completed Draft Reports awaiting internal approval within the activity.

Release Pending

Serl# Date Description

Final reports awaiting approval by the Command Releasing Authority.

Release Action Needed

Serl# Date Description

Final Reports to release to SAFCEN & to others in the chain of command.

Endorsement Needed

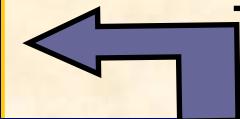
Serl# Date Description

Reports prepared by an SIB requiring review and endorsement of the findings and recommendations by the Activity's Chain of Command.

Active Window

The Report Status screen lists all active reports in progress, e.g. all working drafts.

Each report is **hyperlinked** and identified by a **Unique Serial Number**, **Mishap Date** and **Brief Description**. Clicking the hyperlinked entry opens the report and a tree.



WESS - Directory Tree

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Current Data or Function Header

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

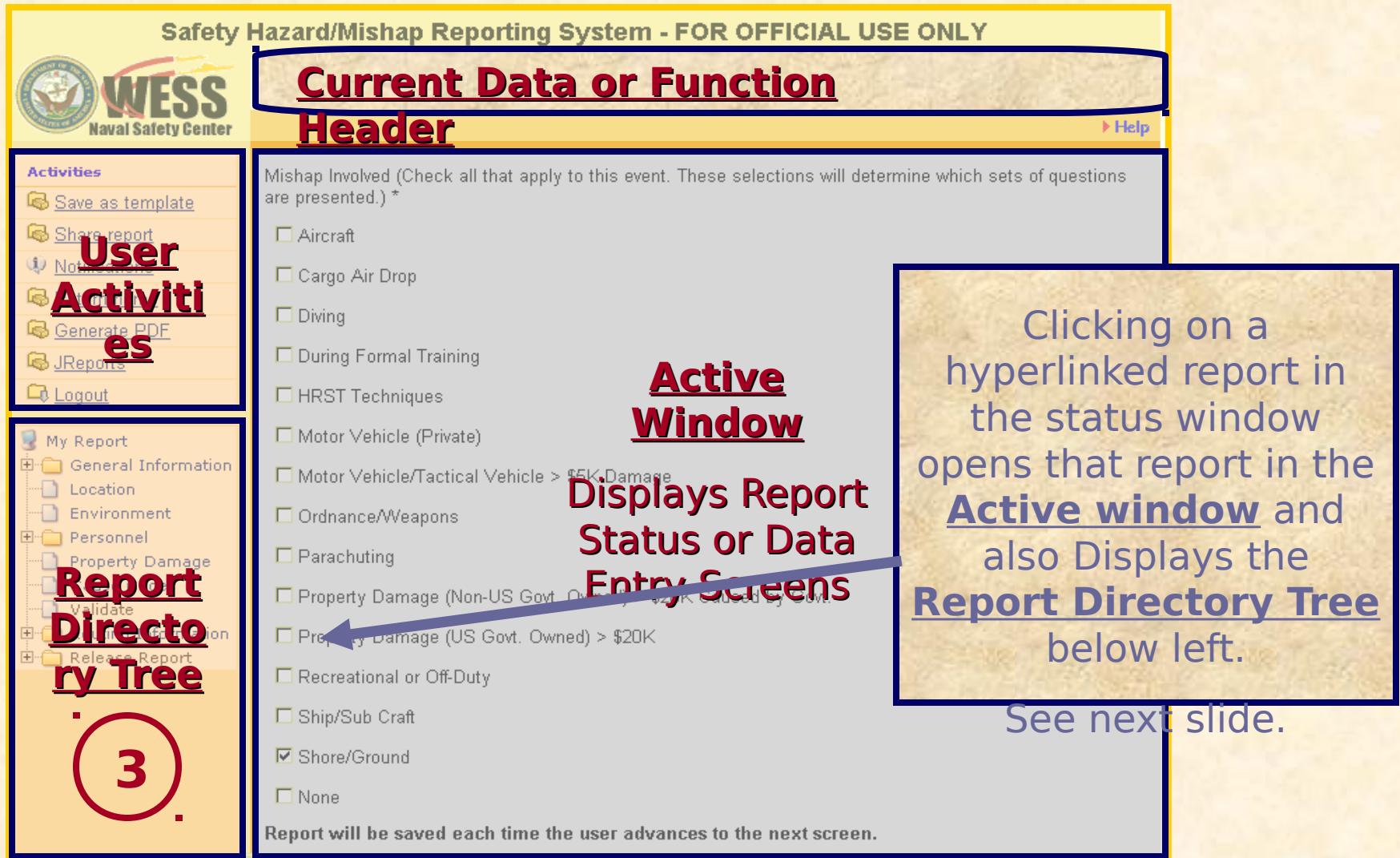
- Aircraft
- Cargo Air Drop
- Diving
- During Formal Training
- HRST Techniques
- Motor Vehicle (Private)
- Motor Vehicle/Tactical Vehicle > \$5K Damage
- Ordnance/Weapons
- Parachuting
- Property Damage (Non-US Govt. Owned) > \$20K
- Recreational or Off-Duty
- Ship/Sub Craft
- Shore/Ground
- None

Report will be saved each time the user advances to the next screen.

Active Window
Displays Report Status or Data Entry Screens

Clicking on a hyperlinked report in the status window opens that report in the **Active window** and also Displays the **Report Directory Tree** below left.

See next slide.



WESSION Report Entry Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Mishap Data Entry

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

Aircraft
 Cargo Air Drop
 Diving
 During Formal Training
 HRST Techniques
 Motor Vehicle (Private)
 Motor Vehicle/Tactical Vehicle > \$5K Damage
 Ordnance/Weapons
 Parachuting
 Property Damage (Non-US Govt. Owned) > \$20K Caused by Govt
 Property Damage (US Govt. Owned) > \$20K
 Recreational or Off-Duty
 Ship/Sub Craft
 Shore/Ground
 None

Report will be saved each time the user advances to the next screen.

Help

Activities

- Save as template
- Share report
- Notifications
- Return home
- Generate PDF
- JReports
- Logout

My Report

- General Information
- Location
- Environment
- Personnel
- Property Damage
- Cause Codes
- Validate
- Routing Information
- Release Report

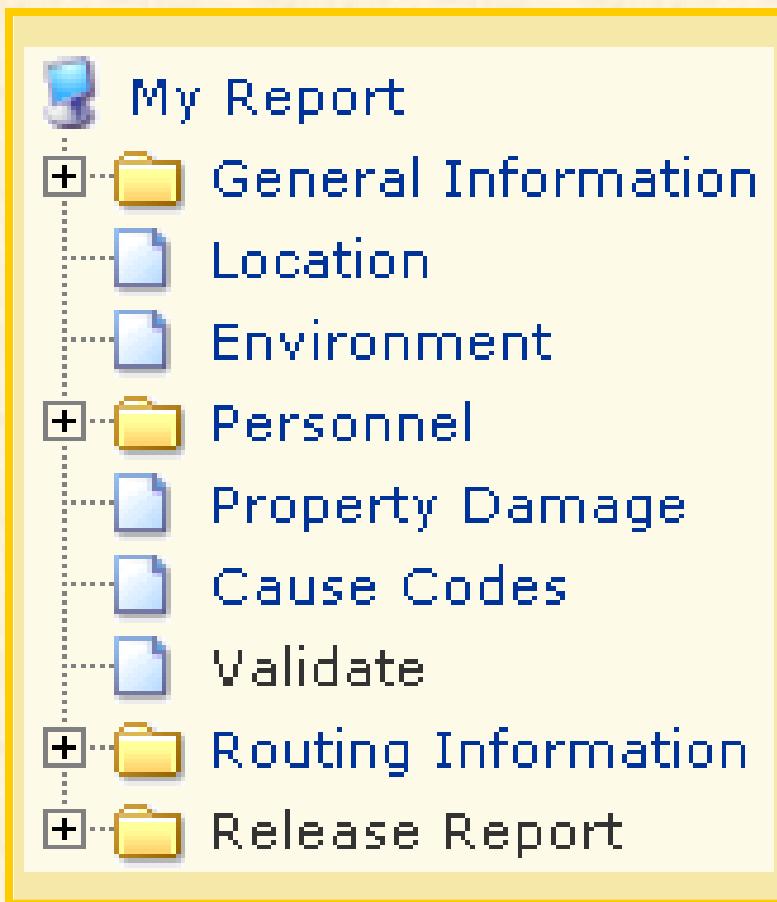
Here, a Mishap Report is open in the **Active window**

The third major frame in the user environment, the **Report Directory Tree** is displayed, below left.

See next slide.



WEES Directory Tree



Basic Report Directory Tree

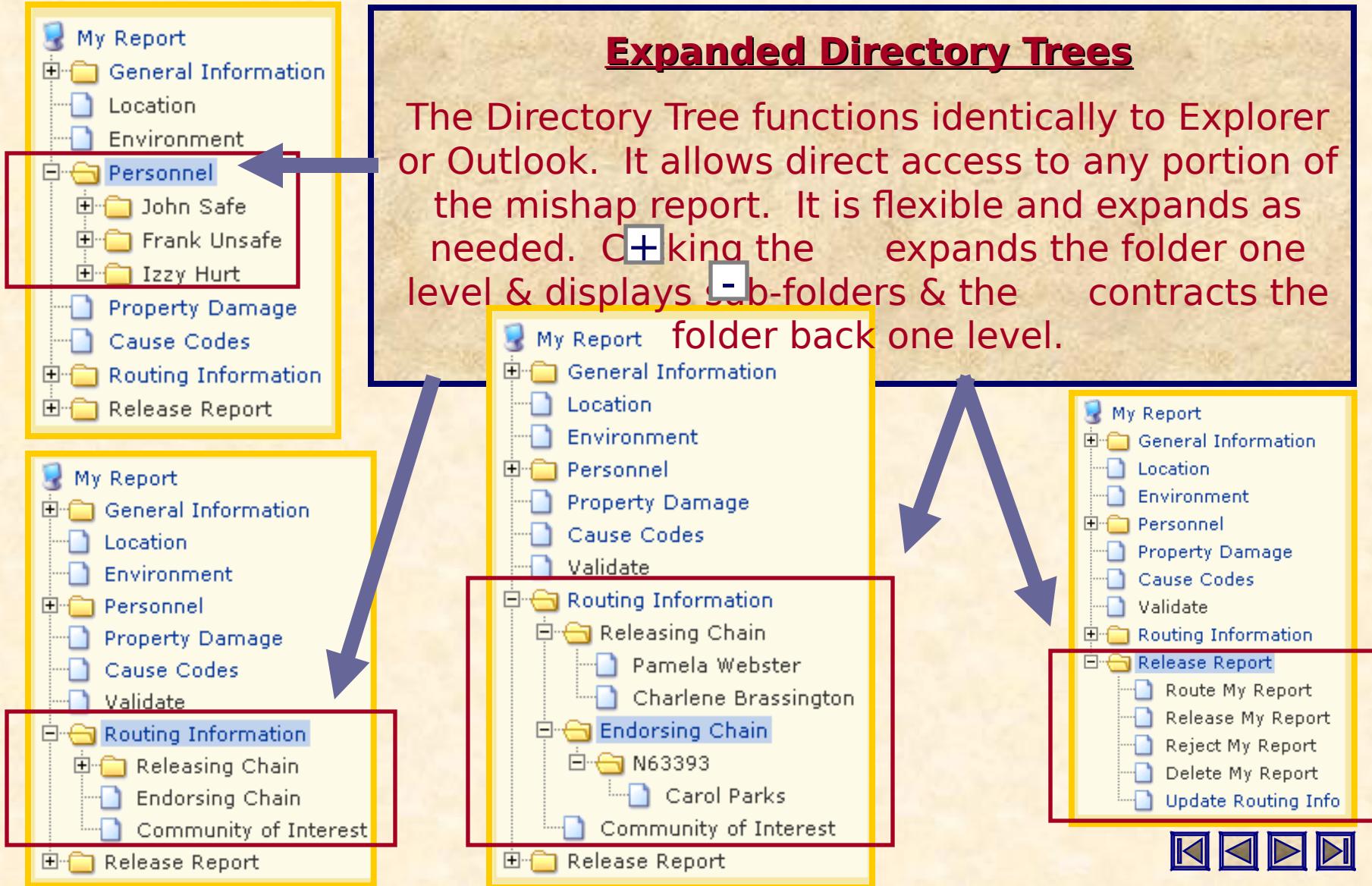
The basic tree is shown at left. The folder icons - and + indicate that there are subfolders that can be opened by clicking the “+” symbol.

The document icons - indicates that there are no sub-folders, as yet created, under this heading.

By clicking on any of these report sections, the user can gain direct access to the applicable data fields

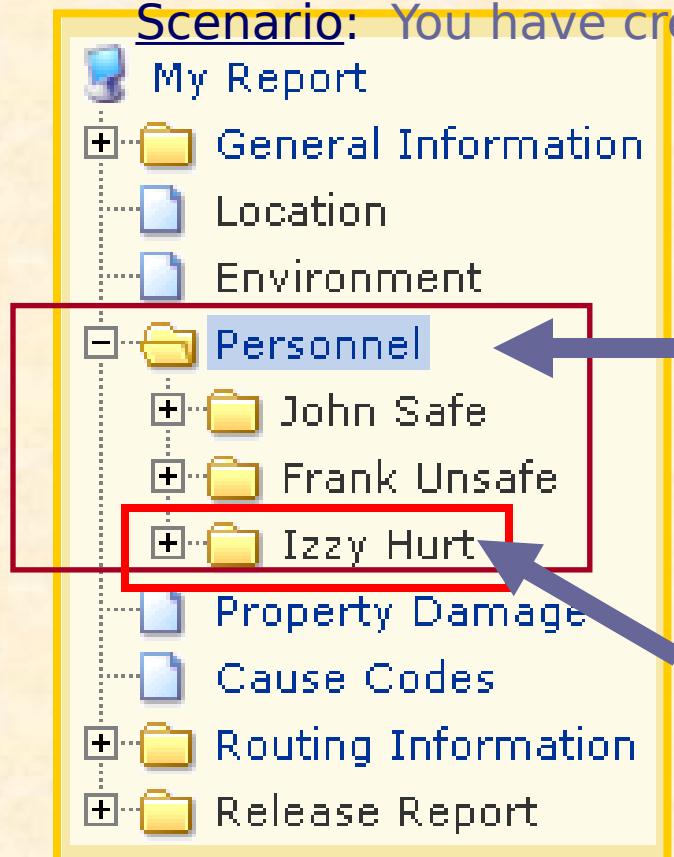


Sample Report Directories



Navigating the WESSION Report

Let's look at an example of navigating through the WESSION Report Directory.



The Report Entry Screen displays the WESSION system. Later, you find that one of the injured personnel, **Izzy Hurt**, has a follow-on injury diagnosis that will result in additional lost work days.

To modify the draft report, simply open it from the WESSION Main Menu. On the lower left of the Report Entry Screen, a directory tree, like the one shown here will be displayed. Under the personnel folder, there will be a sub-folder listed for each of the injured people involved, by name.

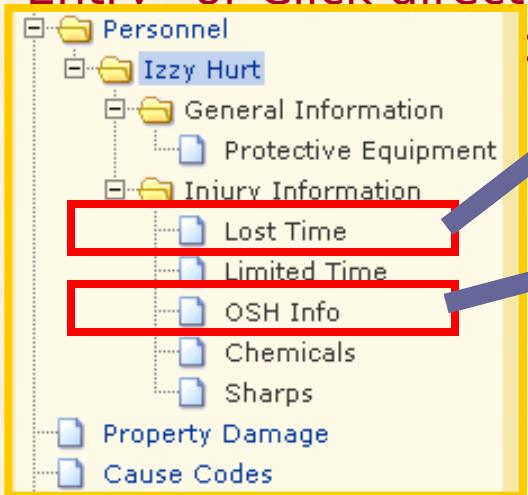
Clicking on Izzy Hurt's folder will open the section of the report containing all of the data which is relevant to Mr. Hurt, e.g. injury severity, diagnosis, body part injured, lost work days, etc.



Editing WESS Reports

Updating Personnel Info

On opening the Personnel folder for Izzy Hurt, the tree expands to display relevant sub-headings below and opens the Add/Edit/Delete screen above right. Click "Edit Entry" or Click directly



Izzy Hurt 321-54-9876

Involved People

Add New Entry Edit Entry Delete Entry

Highlight the injured person and Click Edit Entry.

Lost Work Time (skip if injured person lost no work time)

Lost work time start date 2 June 2004 Select ?

Lost work time start time (e.g., 1530) 0730

Lost work time end date 7 June 2004 Select ?

Lost work time end time (e.g., 1530) 0730

Help Back Next

Wess calculates lost work days using calendar days.

Injured Body Parts

LOWER LEG(S)

Add New Entry Edit Entry Delete Entry

Injury data includes type of injury and diagnosis, e.g strain, fracture, etc.

Personnel General Information

Involved Person - General Information (page 1)

Last Name * Hurt
First Name * Izzy
Middle Initial
SSN 321-54-9876 Format is 123-45-6789
DOB 7 March 1980 Select ?
Badge Number
Shift the individual was working Day Swing Grave Other N/A

Involved Person - General Information (page 3)

Injury / Illness Severity * One Or More Lost Work Days
DoD Affiliation * Military
 DoD Civilian
 DoD Civilian TAD
 Foreign National
 None of the above
Duty Status * On Duty
 Off Duty

Samples of Personnel Data Entry Screens

Other general information includes military rank/rate, civilian job series, position title, individual data, e.g. height, weight, etc.

Protective equipment required by type and its

Location of Involved Person During Mishap

Building/Shop/Room SP-91/204
Type of Location * SHORE
General Location * GOVERNMENT
Specific Location * OFFICE BUILDING
Detailed Location * STORAGE AREA



Navigation Summary

Important Notes About Navigating Through WEPP Reports

- As discussed earlier, WEPP uses an intuitive style logic to guide the user through a series of data entry questions that are relevant to the specific mishap, based on previous data entries and selections that the user has already made. In this way, WEPP tailors the report and only requests data that is relevant. In other words, the direction of the report follows along a pathway dictated by the circumstances of the mishap.
- For this reason, it is not always possible to proceed directly from the directory tree to the data item that needs to be modified. The user may have to review previous entries in Mr. Hurt's folder (i.e., back up the pathway) to ensure that changes don't affect later entries.
- Likewise, a change made to a specific data element may result in additional questions or prompt a different set of questions, if the change affects the report pathway.





Welcome to WESS



Within WESS, there is context-sensitive Help available on each screen.

- ✓ If additional assistance is desired, submit a WESS Help Form at:
<http://safetycenter.navy.mil/wess/helpform.htm>,
- ✓ Submit an online Feedback Report from the WESS Main Menu, or
 - ✓ Contact the WESS Help Desk at:

Coml: 757-444-3520 ext 7048 DSN: 564-3520, ext 7048



Continue to Module 3 – Class A/B Mishap Notification

[Back to Table of Contents](#)

